Forwarding an Email Message

The ability to compose a message, check your email, and reply to a message are basic email skills. It's also helpful to know how to forward a message. **Forward** when you want to send email message you've received to co-workers, friends, or family.

To forward an email message:

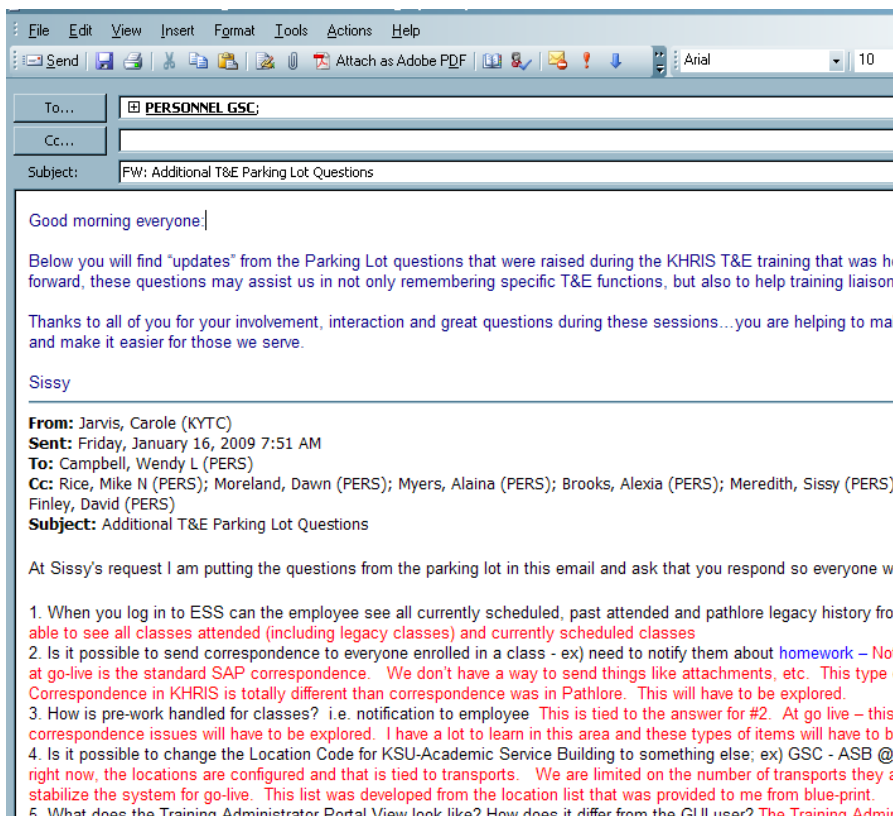Open the email message you want to forward.

Click the **Forward** button.

A **new email message**   **window** opens.

You **may** see a message such as, "----------Forwarded Message" Followed by "from, date, and to" and the original message.

The text from the original message may be "quoted," or preceded by carat symbols (>).

Type any new information at the top of the message.

File Edit View Insert Format Tools Actions Help

Send | Attach as Adobe PDF | Arial | 10

To...   ⊞ PERSONNEL GSC;

Cc...

Subject: FW: Additional T&E Parking Lot Questions

Good morning everyone:

Below you will find "updates" from the Parking Lot questions that were raised during the KHRIS T&E training that was he forward, these questions may assist us in not only remembering specific T&E functions, but also to help training liaison

Thanks to all of you for your involvement, interaction and great questions during these sessions...you are helping to mal and make it easier for those we serve.

Sissy

From: Jarvis, Carole (KYTC)
Sent: Friday, January 16, 2009 7:51 AM
To: Campbell, Wendy L (PERS)
Cc: Rice, Mike N (PERS); Moreland, Dawn (PERS); Myers, Alaina (PERS); Brooks, Alexia (PERS); Meredith, Sissy (PERS) Finley, David (PERS)
Subject: Additional T&E Parking Lot Questions

At Sissy's request I am putting the questions from the parking lot in this email and ask that you respond so everyone w

1. When you log in to ESS can the employee see all currently scheduled, past attended and pathlore legacy history fro able to see all classes attended (including legacy classes) and currently scheduled classes
2. Is it possible to send correspondence to everyone enrolled in a class - ex) need to notify them about homework – Not at go-live is the standard SAP correspondence.   We don't have a way to send things like attachments, etc. This type Correspondence in KHRIS is totally different than correspondence was in Pathlore. This will have to be explored.
3. How is pre-work handled for classes? i.e. notification to employee This is tied to the answer for #2. At go live – this correspondence issues will have to be explored. I have a lot to learn in this area and these types of items will have to b
4. Is it possible to change the Location Code for KSU-Academic Service Building to something else; ex) GSC - ASB @ right now, the locations are configured and that is tied to transports.   We are limited on the number of transports they a stabilize the system for go-live. This list was developed from the location list that was provided to me from blue-print.
5. What does the Training Administrator Portal View look like? How does it differ from the GUI user? The Training Admin

Click

Send.